

Contracting Officer's Technical Representatives Certification Procedures

Training Requirements: In order to be GovWorks COTR certified, individuals must complete a minimum of 40 hours of COTR training initially. Training is required to have been completed not more than three years prior to certification. To maintain certification COTR's must complete eight hours of refresher training every two years.

Applying for Certification: To request GovWorks certification, COTR candidates will submit copies of training completion certificates via email to cotr@govworks.gov or fax to 703-787-1839 to the attention of COTR Program Coordinator. This request must include the candidate's name, address, agency, voice/fax phone, e-mail, course title, provider, duration, and date completed. GovWorks may request additional documentation (course syllabus, outline, or catalog description) if deemed necessary.

Once approved, GovWorks will send an e-mail, including a Certificate of Eligibility, to the COTR candidate.

Certification Expiration: Certificates of Eligibility expire two years after course completion. To be recertified, eight hours of refresher training must be completed and the training completion certificate submitted to GovWorks at cotr@govworks.gov.

If certification expires during the contract performance period, the appointed COTR must complete refresher training and apply for recertification with GovWorks. To apply for recertification, submit a copy of the training completion certificate to GovWorks at cotr@govworks.gov. It is imperative that sufficient time is provided to avoid any lapse in certification. GovWorks will terminate a COTR appointment if, during the performance period of a contract, the COTR's certification expires. GovWorks will also terminate an appointment if the COTR's performance does not adequately protect the government's best interests. The GovWorks Contracting Officer has the authority to terminate COTR appointment at any time.

COTR Appointment: COTR candidates will be appointed to a specific contract/order at the discretion of the GovWorks Contracting Officer. Appointments will not be made until candidates complete the certification training requirements. The Contracting Officer will issue an appointment letter to document the candidate's COTR designation.